



# Advanced Adobe Acrobat (PDF)

2001 FDI Track D-Intermediate web  
Course Development

Presented by Troy Herring

E-Mail [troyfish@vt.edu](mailto:troyfish@vt.edu) Phone 540.231.4826



## How to create navigational tools in an Acrobat file (PDF) (Hyperlinks)

One of the great things about PDF is the ability to create a Table of Contents that will automatically take you to a specific page when you click on the text as opposed to flipping pages in a book. This is done through the use of **Hyperlinking**. By creating links you can jump to other documents, open web pages, play sounds, or a variety of other tasks.

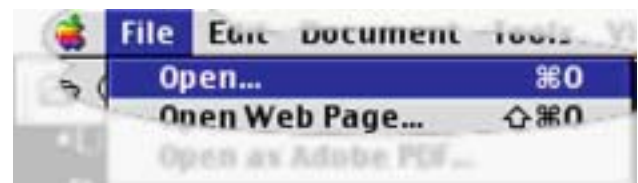
You can also create a functioning **Bookmarking** system that stays on the screen with you on the side of the screen allowing you to jump from one page to another with great ease.

**Thumbnails** are small pictures of each individual page that allow you to jump directly to a page by clicking on the picture of the page.

### Steps taken to create hyperlinks in the PDF

- 1) Open Acrobat 5.0
- 2) Go to **File** and scroll down to **Open..**
- 3) On the toolbar find the button that looks like 2 chain links (This is the **Link Tool**.) The pointer becomes a cross hair (+), and any existing links in the document—including invisible links—are temporarily visible.
- 4) Create the link rectangle in one of the following ways:
  - A) Drag the mouse to create a marquee.
  - B) Press Ctrl (Windows) or Option (Mac OS), and select the target text with the I-beam. ( | ) This allows you to fit a link rectangle exactly around the selected text.

This will bring up a new window called the **Link Properties Window**. In this window there are a variety of options on how the link will look when you are completed with the creation.



Select the plus tab at the bottom of the article box  
Hold down Ctrl (Windows) or Option (Mac OS), and click the article



### Note:

**Hyperlinks** are objects, whether they be text, graphics, buttons, or empty space that take you somewhere else or cause an action to occur exactly the same way that a web page has different areas that you can click to navigate through a site..



# Advanced Adobe Acrobat (PDF)

2001 FDI Track D-Intermediate web  
Course Development

Presented by Troy Herring

E-Mail [troyfish@vt.edu](mailto:troyfish@vt.edu) Phone 540.231.4826



## How to create navigational tools in an Acrobat file (PDF) (Hyperlinks)

5) In the **Create Link dialog box**, choose a rectangle type:

A) **Invisible Rectangle** indicates that the link rectangle should be invisible under normal circumstances.

B) **Visible Rectangle** indicates that the link rectangle is visible. You can now choose what properties the rectangle will have

i) Set the appearance of the link rectangle by choosing a **width** (thickness of the rectangle)

ii) Set the color to any of the colors in the palette.

iii) Choose a style of line whether it be **solid** or **dashed**

C) **Highlight** determines what sort of look the link will have when the link is selected

i) **None** does not change the appearance of a link when the link is selected.

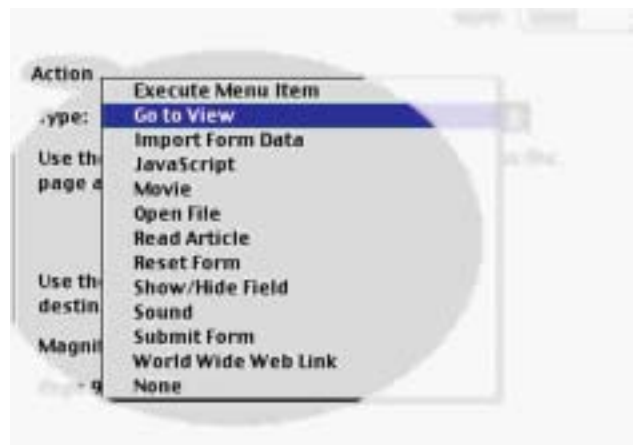
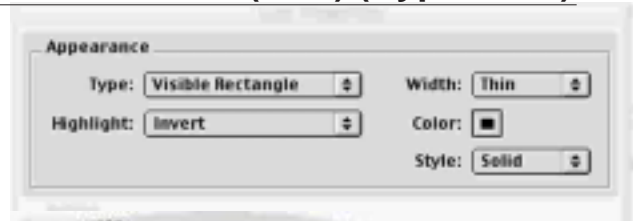
ii) **Invert** changes the link's outline color to its opposite when the link is selected.

iii) **Outline** changes the link's color to its opposite when the link is selected.

iv) **Inset** creates the appearance of an embossed rectangle when the link is selected.

6) You will now choose what sort of **Action** you would like to have happen when the link is activated. Click on the arrow and roll down to the **Go to View** option which is the 2<sup>nd</sup> option from the top.

**NOTE:** You can perform many actions using this link tool. However for the purposes of this tutorial we will focus on the **Go to View** option.





# Advanced Adobe Acrobat (PDF)

2001 FDI Track D-Intermediate web  
Course Development

Presented by Troy Herring

E-Mail [troyfish@vt.edu](mailto:troyfish@vt.edu) Phone 540.231.4826



## How to create navigational tools in an Acrobat file (PDF) (Hyperlinks)

7) Go to the page that you wish this link to open up to.

**NOTE:** If this link opens another PDF document, Open this file now using the **Open..** command under the **File** menu. Scroll down to the page that you wish to open and proceed to step 8.

8) Choose a magnification option. This allows you to control the view that appears when the link is selected.

A) **Fixed** Displays the magnification level and page position that were in effect when you created the link or bookmark as the destination.

**NOTE: Use** the zoom tool, the view buttons in the tool bar, the status bar, or the scroll bar to adjust the view before accepting this setting.

B) **Fit View** Displays the visible portion of the current page as the destination. The magnification level and window size vary with monitor resolution.

C) **Fit in Window** Displays the current page in the destination window. **Fit Width** Displays the width of the current page in the destination window.

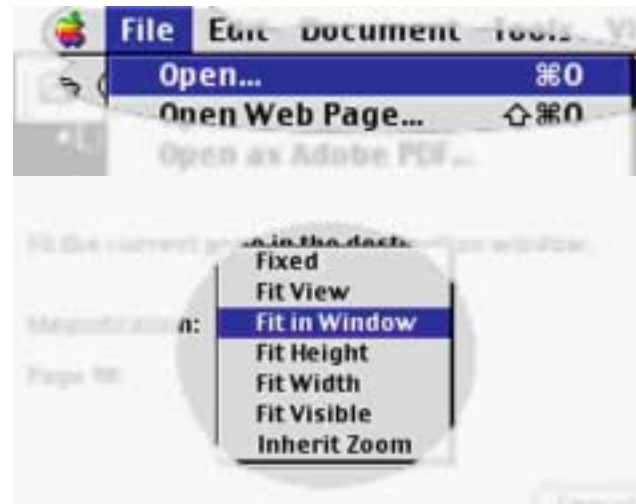
D) **Fit Height** Displays the height of the current page in the destination window.

E) **Fit Visible** Displays the width of the visible contents of the current page in the destination window. (This usually means the margins are not displayed.)

F) **Inherit Zoom** Displays the destination window at the magnification level the reader is using when they click the link or bookmark.

**Note:** When you specify a magnification setting for a link or bookmark, it is inherited by all subsequent links and bookmarks you create until you change it.

9) Press the **Set Link** Button





# Advanced Adobe Acrobat (PDF)

2001 FDI Track D-Intermediate web  
Course Development

Presented by Troy Herring

E-Mail [troyfish@vt.edu](mailto:troyfish@vt.edu) Phone 540.231.4826



## How to create navigational tools in an Acrobat file (PDF) (Thumbnails)

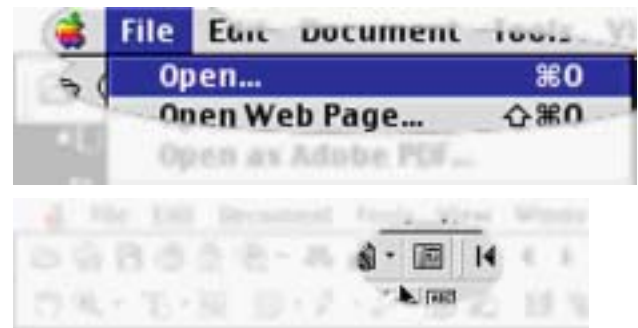
Thumbnails, located in the navigation pane, are miniature previews of the pages in a document. You can use thumbnails to jump quickly to a selected page and to adjust the view of the current page. Thumbnails allow you to direct the reader's attention and to print, move, insert, copy, replace, and delete pages. You can use the small thumbnails option to display more pages in the Thumbnails palette. Clicking a thumbnail takes you directly to the corresponding page.

**NOTE:** Moving, copying, or deleting a thumbnail actually moves, copies, or deletes the corresponding page. This makes thumbnails especially useful during the development phase of a document.

### Steps taken to create Thumbnails in the PDF

- 1) Open Acrobat 5.0
- 2) Go to **File** and scroll down to **Open..**
- 3) There are multiple ways to open the **Navigation Pane**. Do one of the following:
  - A) Click the **Show/Hide Navigation Pane** button , and then click the **Thumbnails** tab.
  - OR
  - B) Choose **Window > Thumbnails**.
- 4) Click the Thumbnails tab in the navigation pane to bring the Thumbnails palette to the front.

**NOTE:** Because thumbnails take up extra file space (approximately 3K per thumbnail) they are not automatically created with a document unless you set the Acrobat Distiller option to do so. Instead, they are created dynamically when you click the Thumbnails palette tab in the navigation pane. Consequently, for large documents, it may take several seconds for all the thumbnails to be drawn after you open the palette. You can embed the thumbnails into a document so that they do not need to be redrawn every time you open the palette. They can easily be unembedded later if necessary.





# Advanced Adobe Acrobat (PDF)

2001 FDI Track D-Intermediate web  
Course Development

Presented by Troy Herring

E-Mail [troyfish@vt.edu](mailto:troyfish@vt.edu) Phone 540.231.4826

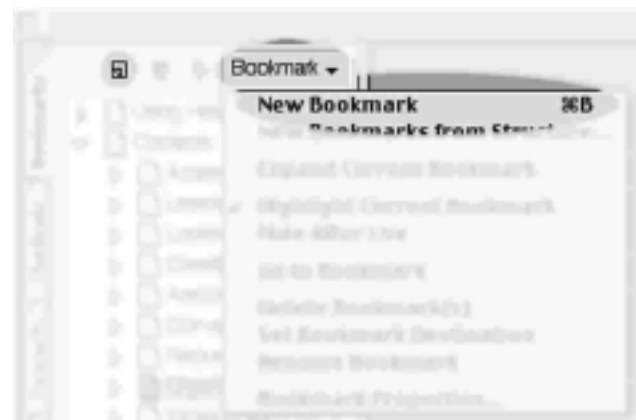


## How to create navigational tools in an Acrobat file (PDF) (Bookmarks)

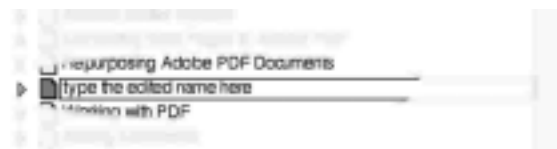
A **bookmark** is a type of link with representative text in the navigation pane. Each **bookmark** in the navigation pane goes to a **different view** or **page** in the document. You can use electronic **bookmarks** as you would paper bookmarks, to mark a place in a document to which you want to return. You can also use **bookmarks** to modify the view of its destination, thus directing your reader's attention where you want it. **Bookmarks** allow you to jump within a **PDF** document, to another document (PDF or non-PDF), or to a Web page. They can also perform actions, such as playing a movie or sound, executing a menu item, or submitting a form. For this tutorial we will focus on the same document.

### Steps taken to create Bookmarks in the PDF

- 1) Open Acrobat 5.0
  - 2) Go to **File** and scroll down to **Open..**
  - 3) Find the page and or view that you want the **Bookmark** to link to. Have that view on screen.
  - 4) There are multiple ways to open the **Navigation Pane**. Do one of the following:
    - A) Click the **Show/Hide Navigation Pane** button , and then click the **Bookmarks** tab.
- OR**
- B) Choose **Window > Bookmarks**.
- 5) Click the **Bookmark** under which you want to place the new bookmark. If you don't select a bookmark, the new bookmark is automatically added at the end of the list.
  - 6) Choose **New Bookmark** from the **Bookmarks palette menu**, or select the **new bookmark** icon at the top of the **Bookmarks** palette.



- 7) If any text is currently selected in the document, it is used as the **bookmark's** label. Otherwise, enter the text for the **bookmark** label, and press **Return** (Mac OS). **Bookmark labels** can be up to 128 characters long.





# Advanced Adobe Acrobat (PDF)

2001 FDI Track D-Intermediate web  
Course Development

Presented by Troy Herring

E-Mail [troyfish@vt.edu](mailto:troyfish@vt.edu) Phone 540.231.4826

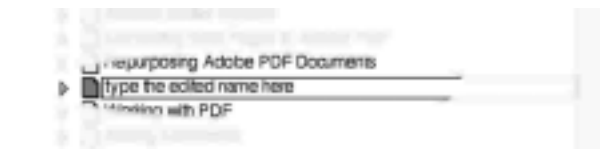
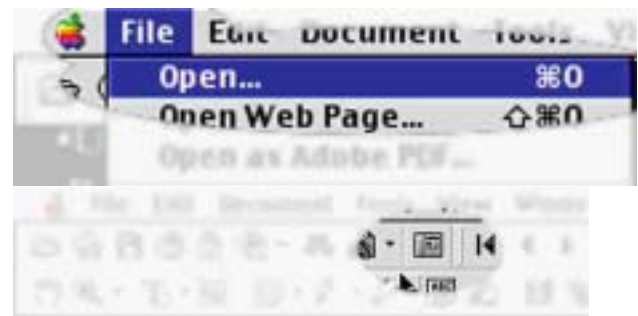


## How to Edit Bookmarks in an Acrobat file (PDF)

Initially, bookmark destinations are the view you are looking at when you create a bookmark. Although you can set bookmark destinations as you create each bookmark, it is sometimes easier to create a group of bookmarks, and then set the destinations later. Once you've created a bookmark, you can change bookmark text, destination, or action type at any time. You can also edit the appearance of a bookmark in order to draw attention to it.

### Steps taken to edit Bookmarks in the PDF

- 1) Open Acrobat 5.0
- 2) Go to **File** and scroll down to **Open..**
- 3) There are multiple ways to open the **Navigation Pane**. Do one of the following:
  - A) Click the **Show/Hide Navigation Pane** button, and then click the **Bookmarks** tab.
  - OR
  - B) Choose **Window > Bookmarks**.
- 4) To **Edit a Bookmark Name**, select the bookmark, click inside the text box, and type in the new text.
- 5) To **Edit a Bookmark Destination**, select the **bookmark**, and then (in the document pane) move to the location and magnification setting you want to specify as the new destination
- 6) Choose **Set Bookmark Destination** from the Bookmarks palette menu, and click Yes in the warning dialog box. The bookmark is now set to the new location.
- 7) To **Edit a Bookmark's Appearance**, choose **Bookmark Properties** from the **Bookmarks palette menu**, and select a color and text style for the bookmark.



8) Press the **Set Link Button**